

Jincy Varghese

Vadakkekkara Puthen Veedu,

Kaithaparambu (PO) Pathanamthitta (Dist),

Kerala, India-691526MOB:+91-6282710128 (also available in Botim, Totok)

Husband No.+971-50-8382728

Email: jincyalex17@gmail.com



CURRICULUM VITAE

OBJECTIVES

To secure a deserving posting in the field of medical insurance claims in your esteemed organization with my existing skills and dedication to extend my healing hand to the needy.

SKILLS AND COMPETENCE

Good communication and strong interpersonal relationship with highly motivated strong commitment to give quality services to clients and ability to work in team.

PERSONAL DETAILS

Name	:	Jincy Varghese
Date of Birth	:	17.07.1988
Sex	:	Female
Marital Status	:	Married
Spouse's Name	:	Alexander D
Nationality	:	Indian
Father's Name	:	Mr. V.P. Varghese

Language Known : English, Hindi & Malayalam

PASSPORT DETAILS

Passport Number : S4163392
Place of Issue : TRIVANDRUM
Date of Issue : 21.08.2018
Date of Expiry : 20.08.2028

EDUCATIONAL QUALIFICATION

EXAMINATION	SCHOOL/COLLEGE UNIVERSITY	FROM	TO
10th	Board of Secondary Education M.P.	2003	2004
HIGHER SECONDARY	Board of secondary Education M.P.	2004	2006

PROFESSIONAL QUALIFICATION

EXAM PASSED	INSTITUTION	UNIVERSITY	YEAR OF STUDY	DIVISION OF MARKS
BSC Nursing	Shreyas College of Nursing (CG)	Pt. Ravishankar Schukla CG	2006-2010	1st Class

PROFESSIONAL REGISTRATION

Chattisgarh Nursing Council, India II -1449

BLS Course Approved by American Heart Association Conducted by MWT Institute of Health and Management Pvt. Ltd in BGHUD, Mavelikara.

PROFESSIONAL MEDICAL CODING

Professional Medical Coding Billing (ICD 10& CPT) course conducted (3 months) in TAKEOFF International Academy, Pathanamthitta, Kerala, India

PREVIOUS WORKING EXPERIENCE

Name of the Insurance Brocker: Metropolitan Insurance Brokers LLC, Dubai, U.A.E

Period of Working : 14.08.2017 to 14.08. 2018
Area of Work : **Medical Claims &Medial Coding**

DUTIES AND RESPONSIBILITIES

- Giving proper guidance and assistance to the client relates to the medical claims processing.
- Accurate claims processing while meeting compliance and coordinate with other team members for giving better service to the clients.
- Prepare documents and other paperwork relates to medical claims.
- Provide timely processing and adjudication of claims.
- Take responsibility of payment of all claims in compliance with rules.
- Respond to inquiries and resolve pertaining to specific claim issues.
- Maintain working relationships with departments processing claims.

Name of the Hospital : Jupiter Hospital
Period of Working : 02.02.2011 to 02.11. 2013
Area of Work : Medical and Surgical Ward

Name of the Hospital : Geo Medical Trust Hospital
Period of Working : 02.07.2014 to 10.10.2015
Area of Work : Medical and Surgical Ward

DUTIES AND RESPONSIBILITIES

- Checking inventory
- Total care of patient
- Provide psychological support
- Maintain personal hygiene and comfort of the patient
- Attend to the nutritional needs of the patient
- Co-ordinate patient case with various health team members
- Assist the doctors for all invasive and non-invasive procedures
- Recording and reporting
- Health education about importance of vaccination
- Preparation of the patient for invasive products
- Dressing of major and minor wounds
- Initiate CPR during cardiopulmonary arrest
- Working knowledge in blood transfusion

ADMINISTRATIVE

- Adhering to Hospital Policy/protocols like:
 - * Bio-Medical waste management
 - * Wound management guidelines
 - * Infection control guidelines
 - * Documenting guidelines
 - * Fire prevention policy
- Maintaining safe custody of Narcotics
- Maintaining of records of drugs, consumables & materials others
- Hospital information system awareness.

Equipment-used and operational knowledge

- Infusion pumps and syringing pumps
- ECG machine
- Glucometer
- Cardiac Monitors
- Crash Cart
- Pulse Oxymeter
- Suction apparatus
- Nebulizer
- Blood pressure monitor
- Central oxygen supply

REFERENCE

Mrs. Bibi Rajesh

Nursing Superintendent
Jupiter Hospital
Pathanapuram P.o
Kerala-689695
India.

Mrs. Wilsy James

Nursing Superintendent
Geo Medical Trust Hospital
Pathanamthitta,
Kerala-689645
India.

AREAS OF INTEREST TO WORK

Healthcare – Insurance sector

DECLARATION

Hereby I declare that the above given statements to the best of my knowledge are thoroughly accurate and true. Hence I request your good self to grant me an opportunity to do service in your reputed hospital. I assure my sincere and dedicated service to the patients. Herewith I enclose the copy of my bachelor and registration certificate for kind reference.

Date:

Place:

JINCY VARGHESE